BYLAWS OF CVHS-XC RUNNING BOOSTERS

ARTICLE 1: NAME

The name of the organization is CVHS-XC Running Boosters.

ARTICLE II: PURPOSE

The objective of Boosters is to promote opportunities for young men and women to participate in organized athletic activities related to the Citrus Valley High School (CVHS) Cross Country program; to help them learn good sportsmanship, teamwork, service to the community; to assist them in developing personal life skills; and to develop community support for and rapport with the CVHS Cross Country program. Boosters is organized as a 501(C)3, and all monies generated by the organization either through fundraising projects or contributions will be used to provide financial support for the expenses and activities of the running program at CVHS.

ARTICLE III: OFFICE

The place of business for Boosters is P.O. Box 62, Highland, CA 92346.

ARTICLE IV: MEMBERSHIP

Any parent or guardian of a current CVHS Cross Country runner, alumni CVHS Cross Country runner, prior member of Boosters, or Boosters-approved adult with demonstrated interest is eligible for membership in Boosters. All members, regardless of voting privileges, are welcome, and are encouraged to participate in proposals, discussion, and debate at Boosters meeting. Voting privileges are restricted to members who have attended no less than 3 meetings. Members will have voting privileges until the end of the school year. Only parents, guardians, or Boosters-approved adult with demonstrated interest can serve on the Executive Board.

ARTICLE V: DIRECTORS

The affairs, property and operation of Boosters will be managed by its Board Members. The authorized number of Board Members is 11 (President, Vice-President, Secretary, Treasurer, Communications Manager, Fundraising Manager, Vice Fundraising Manager and four (4) grade level class representatives). A quorum of Six (6) Board Members must be present to conduct the affairs of Booster.

At an organizational meeting of Boosters, Board Members will be selected from among those present. At subsequent annual election meetings of Boosters, the 11 board seats will be elected by the members with voting privileges and Board Members present. The term of office for each Board Member will be one year, ending in January 31st of each calendar year.

A board member may be removed with upon a 2/3 vote of the elected Board Members. Should a Board Member resign or be removed before the end of the one-year term, the vacancy will be filled by a majority vote of the remaining Board Member and Booster Members with voting privileges at a special election. The term of office will be the remainder of the term of the vacated Board Member.

The Boosters will hold an annual election meeting for the purpose of selection of Board Members. This meeting will be held at the November board meeting, and the newly elected members will take office on February 1st of the next year.

No Board Member will be compensated for services as a Board Member of Boosters. However, Board Members may receive reimbursement for expenses they have incurred with prior approval for such expenses from the Board Members.

ARTICLE VI: ELECTION AND DUTIES OF OFFICES

The officers of Boosters will be President, Vice-President, Secretary, Treasurer, Communication Manager, Fundraising Manager, Vice-Fundraising Manager and one (1) class representative for each of the four (4) grades.

Nomination Procedure: At the October meeting, nominations for each Board Member position will be entertained from the floor. Only members with voting privileges will be eligible to be nominated as candidates. All candidates nominated will have their eligibility confirmed by the Secretary prior to the election. The Secretary will compile a slate of eligible nominated candidates and distribute it to all members as soon as possible, at least 48 hours before the November meeting.

Annual Election Meeting Procedure: Elections will be held as the last item of business at the November Annual Election Meeting. Additional nominations will be entertained from the floor. When nominations have been closed, voting will be conducted by secret ballot. Ballots will be counted by the Board Members present and the results will be immediately announced at the meeting.

Any unfilled Board Member positions(s) will remain vacant until (a) suitable nomination(s) will be presented and an election arranged. The duties of the vacant office(s) will be distributed among the other Board Members as mutually agreed up.

President: The President is the manager of the Boosters and has, subject to majority agreement of the Board Members, general supervision, direction and control of the business and officers of Boosters. The President will preside at all meetings and will appoint chairpersons of any special committees that may be created. The President will make a final decision in matters which voting is tied. The President is a check signer and may make deposits.

Vice-President: The Vice-President is a check signer and may make deposits. In the absence of the President, the Vice- President will perform all duties of the President, and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President.

Communications Manager: The Communications Manager will be responsible for any broadcast announcements to the membership, and will maintain a contact list of the current members.

The position will also be responsible for any creation and management of future booster website or social media accounts.

Fundraising Manager: The Fundraising Manager will plan, organize and coordinate all fundraising efforts.

Vise-Fundraising Manager: The Vise-Fundraising Manager will assist with planning, organization, and coordination of fundraising efforts.

Secretary: The Secretary will take minutes of all meetings of the Boosters. The completed minutes will be distributed to all booster members. The Secretary is responsible for all official correspondence of the Boosters. The Secretary will be responsible to have a current copy of the Bylaws at all meetings. The Secretary may be a check signer and make deposits.

Treasurer: The Treasurer will be the custodian of all funds of the organization and will keep a true and faithful record, thereof, receive monies that accrue to the Boosters and pay the same out by order of the Board Members. The Treasurer will have available at every Booter meeting all the supporting financial records since their election, including bank statements. The Treasurer will keep control of the check book and make sure any checks are written out to a business or person (no blank checks will be handed out). All checks will be given only when an invoice or receipt is submitted. The Treasurer may not be a signer of checks.

Senior Class Representative – Board Member: The Board Member will be the primary representative for the senior class of runners, and the primary point of contact to communicate concerns, requests, or support to the board for that group. The board member will also assist in fundraising organization and efforts.

Junior Class Representative – Board Member: The Board Member will be the primary representative for the senior class of runners, and the primary point of contact to communicate concerns, requests, or support to the board for that group. The board member will also assist in fundraising organization and efforts.

Sophomore Class Representative – Board Member: The Board Member will be the primary representative for the senior class of runners, and the primary point of contact to communicate concerns, requests, or support to the board for that group. The board member will also assist in fundraising organization and efforts.

Freshman Class Representative – Board Member: The Board Member will be the primary representative for the senior class of runners, and the primary point of contact to communicate concerns, requests, or support to the board for that group. The board member will also assist in fundraising organization and efforts.

ARTICLE VII: MEETINGS

Boosters will hold five (5) monthly “in-season” meetings from July to November, and two (2) “off-season” monthly meetings in February and April. Annual elections will occur during the November meeting. The time and place of each monthly meeting will be scheduled by resolution and announced at each meeting

and will subsequently be announced to all members via electronic mail or similar means of communication at least 1 week before the scheduled meeting. Special meetings may be held with a 48-hour notice given to all members by the same means of communications.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rule of Order Newly Revised* will govern Boosters in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Boosters may adopt.

ARTICLE IX: AMENDMENT OF BYLAWS

According to *Robert's Rule of Order,* these bylaws may be amended at any Booster meeting by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting. It is intended that these bylaws will be carefully reviewed on a regular basis, and can only be amended one time per year, either by the Boosters as a whole and must be completed by July of each year.

ARTICLE X: FUNDRAISING

All potential fundraisers must be presented to the Board for approval.

ARTICLE XI: OTHER PROVISIONS

Fiscal Year: The fiscal year will commence on February 1 and end on January 31.

Disbursements: All checks for disbursement of funds require two signatures of the three following Board Members: President, Vice-President, and Secretary. Check signers cannot be related by blood or be living within the same household. Funds for unexpected program expenses, not to exceed $500 per month, may be occasionally disbursed on an urgent basis if tentatively approved by a majority of the Board Members, documented by the President or Vice-President, and the disbursement is subject to review at the following Booster meeting with accompanying documentation regarding the purchase (such as receipts), If any expense has been paid by any persons and are seeking reimbursement from the CVHS XC Running Boosters, said receipts must be submitted within sixty (60) days from which the purchase was motioned and approved by the Board. If any and all receipts for reimbursement are not submitted according to that time fame, the amounts will be null and void and considered a donation.

Dissolution: Upon the dissolution of this corporation, its assets remaining after payment or provision for payment, of all debts and liabilities of this corporation will be distributed to Citrus Valley High School Associated School Body.

Date Bylaws duly approved: August 26, 2022

Signatures

Board President: _____

Sal Romero

Board Recording Secretary: _____

Eric Saldana